



## PROCEDURE

### Variable Work Week (Pilot)

Procedure Administrator: Associate Vice President of Human Resources  
Authority: N.J.S.A. 18A:64-8  
Effective Date: December 7, 2023  
Index Cross-References: Procedure 4200: Acceptable Usage Standards of Computing and Communication Technology; Procedure 6119: Time and Attendance Reporting; Procedure 6370: Temporary Variable Work Arrangements for COVID-19 Mitigation (Interim)  
Procedure File Number: 6160  
Approved By: Dr. Joe Bertolino, President

#### I. Variable Work Week Pilot Program

The University implemented a variable work week pilot program (“Pilot”) through the 2023-2024 academic year, continuing through August 31, 2024 (“Term”). Under the Pilot, employees may:

- A. Work a fully in-person, 5-day work week schedule. This option includes the ability to work variable hours, provided operational needs are met. For example, an office can choose to expand its service hours with some employees working 8:00 a.m. – 4:00 p.m. and others working 10:00 a.m. to 6:00 p.m. Changes to office hours of operation require prior written approval from the Divisional Executive.
- B. Work a fully in-person 4-day compressed week and variable work schedule. This schedule is four days per week with an 8 ¾ workday with a ½ hour lunch break for a total of 35 hours per week. During a week containing a holiday, such as Labor Day, the University will follow a 5-day work week schedule.
- C. Work a 5-day schedule with one day that is work from home. Employees whose job responsibilities can be effectively performed from home may elect to work a 5-day schedule with four days on site and one day work from home.
- D. In extremely limited cases, work a variable schedule with minimally 2 days a week on site. A Divisional Executive must request approval of this option from the Office of the President.

These variations shall not alter the total number of hours worked in a workweek and must conform to operational and safety needs of the work unit and University policies and procedures. Any variation requires the prior approval of the employee’s manager and Divisional Executive and must conform to the overtime, record keeping and break provisions of the Fair Labor Standards Act and the applicable bargaining unit contract, if any.

Regular communication between the employee and the supervisor of the work unit is required for all work arrangements under the Pilot.

The purpose of the Pilot is to foster a work-life balance without negatively impacting operations while maintaining a work-life balance. Employees who must be physically present on campus to perform their job duties may not be eligible for certain work schedule options under the Pilot, including work from home. The University will make reasonable efforts to offer the Pilot to all employees depending on the operational needs of the University.

This Procedure does not establish a precedent and, unless amended, shall only be applicable during the Term expressed above.

## II. Work from Home (Telecommuting) under the Pilot

### A. Standards for Variable Work Arrangements under the Pilot

For the duration of the Pilot, the supervisor shall be responsible for determining and documenting: how performance will be assigned and measured; the work hours; how the arrangement will maintain expectations related to a high level of service and communication; the methods for adequate communication during specified hours. The employee shall report to work as needed at the discretion of the University.

### B. For Telecommuting Arrangements

The employee shall be responsible for completing the job duties specified in their job description, including such other duties assigned by a supervisor, the employee shall remain accessible (by phone, videoconference and/or e-mail). The employee may be required to participate in meetings via conference call, Zoom or other electronic group meeting platform. The employee shall report to work as needed at the discretion of the University.

### C. The following procedures also apply to telecommuting arrangements:

- a) Employee shall agree to return to the University all supplemental equipment, materials, files (paper and electronic), or other items required to be maintained on campus upon termination of the Pilot.
- b) Telecommuters shall be responsible for keeping their supervisors informed of progress on assignments worked on at home, including any problems they may experience while telecommuting. Regular communication with the supervisor is considered vital to the success and integrity of a telecommuting work arrangement.
- c) Employee must adhere to all University policies and procedures.
- d) Employee shall not duplicate any University-owned software.
- e) Employee shall not use University information for personal business.

### D. Telecommuting Equipment

The University may provide necessary supplemental equipment and access to the University's computer network on an as-needed basis within the limits of available resources. Employees must agree in writing to replace the equipment or repay the University if the equipment is damaged, lost or stolen through the employee's negligence or abuse. A personally owned computer may be used but must comply with ITS Procedure 4200. The University is not responsible for

supporting personally owned computers, including during a Pilot work schedule. The University is not responsible for damage or loss to personally owned equipment and, if used, such equipment is subject to the University's right of inspection. There will be no expectation of privacy as to work related files kept on any computer used during the Pilot. All files shall be subject to the New Jersey Records Retention Act.

University equipment in any off-site workspace shall be subject to the same inventory control and disposal procedures as that in the primary work site. The employee shall be responsible for bringing equipment to the primary work site for inspection, maintenance and repair. The University will repair, upgrade or replace the equipment unless it is lost, damaged or stolen through the employee's negligence or abuse.

#### E. Telecommuting – Employee Responsibilities

- a) The employee shall ensure University equipment and records in the off-site workspace are maintained in safe and secure conditions. The employee shall ensure University equipment is used for University business. University e-mail account shall be used for University business. The employee shall protect against unauthorized or accidental access, use, modification, destruction, loss, theft or disclosure of University owned equipment, records or materials. Any loss, damage, or unauthorized access to University equipment, records or materials shall immediately be reported to the supervisor.
- b) The employee shall, to the extent possible, guarantee that an appropriate space is available in the home (or other approved remote site) to provide for an effective work environment and data integrity. The employee should not telecommute from a public place.
- c) Although authorized to telework, the employee is expected to document any inability to work as expected through the University's online timekeeping system.

#### F. Telecommuting – University Responsibilities

- a) The University shall provide clear expectations for employees to fulfill their duties and responsibilities.
- b) Job performance will be measured using established University processes, procedures and forms.
- c) The University shall determine expectations for accessibility and accountability. Times for employee accessibility by phone and computer will be specified, i.e., during regular business hours or other.
- d) The University shall establish clear guidelines for reporting time worked. All University policies and procedures, including time and attendance reporting and leave time, continue to apply during the Pilot.
- e) The University will compensate fixed workweek employees as required for hours worked. Supervisory approval for overtime for fixed workweek employees is required in advance and no overtime may be worked without such approval.

III. Law, Regulations, Agreements and Policies

This Procedure shall be interpreted and applied consistent with all applicable federal and New Jersey state laws and regulations and the terms of any applicable collective bargaining agreement. Employees participating in the Pilot remain subject to all such laws and regulations and all other applicable University policies and procedures.

IV. Modification or Termination of the Pilot

Approved variable work arrangements under the Pilot may be modified or terminated by an employee’s supervisor or the University in its sole discretion at any time without prior notice to the employee.

Review History:

	Date
Procedure Administrator	09/08/2023
Divisional Executive	09/13/2023
General Counsel	10/31/2023
Cabinet	12/07/2023
President	12/07/2023